

2.62.150 Sick leave.

A. Paid sick leave may be used by a regular full-time employee only when the employee is unable to work due to a bona fide sickness of the employee and to meet legitimate medical and dental appointments for physical examinations or other approved health maintenance measures. Sick leave may also be utilized to cover an employee's absence from work to care for a seriously ill or seriously injured (as determined by a physician) member of the employee's immediate family, when that person is legally dependent upon the employee and resides in the employee's home. Exceptions may be granted on a case by case basis for aged or infirm parents if approved by the employee's supervisor or department/division head and the human resource director. Sick leave shall not be granted for any injury, illness, or occupational disease covered by the Utah Workers Compensation Law.

B. Paid sick leave shall accumulate to the credit of each regular full time employee at the rate of one working day for each calendar month of satisfactory employment. Sick leave credit shall begin to accrue from the date of employment including the probationary period.

C. Except as herein provided, all employees shall be paid, annually on or before December 20th, 25 percent of sick leave unused for the previous 12-month period ending November 30th. The remaining 75 percent of sick leave unused during the previous 12-month period shall be added to the previous year's accumulated total. In figuring the payment under this section, any sick leave used shall be considered as coming from the current 12-month period and not from accrued sick leave and to be effective as of December 1, 1972.

D. Employees who voluntarily retire or resign shall be paid an amount equal to 25 percent of sick leave unused from the previous December 1st to the last date of employment. If a city employee dies, the benefit shall be paid to the beneficiaries of the deceased employee or, if applicable, to the estate of the deceased employee. Employees discharged for cause from city employment shall not be eligible for benefits as outlined in this section.

E. To qualify for sick leave payments, an employee must notify the supervisor or department/division head no later than one hour after normal starting time on each day of absence unless the circumstances surrounding the absence preclude the necessity of notification or make such notification impossible. The employee must also keep the supervisor advised regarding the employee's progress and expected date of return to duty. Sick leave will normally be charged in not less than one-hour units.

F. For sick leave in excess of three consecutive working days, or in cases where abuse of sick leave is suspected, the department/ division head is authorized to require the employee to furnish satisfactory proof of illness as evidenced by a signed doctor's excuse. If hospitalization, surgery, or major illness or injury is involved, employees must obtain and submit to their department/division head a "return to work release form" signed by their doctor indicating the date of return to work and restrictions, if any, which apply to the employee's return to work.